


# UNIVERSITY OF HOUSTON

DEPARTMENT OF CHEMISTRY  
POSTAGE CHARGEBACK  
RECONCILIATION

# POSTAGE CHARGEBACKS

- ▶ The Department of Chemistry maintains 4 Department Mail Cards (DMC), one for each of the following cost centers:
  - 19168
  - 35000
  - 18324
  - 14002

# POSTAGE CHARGEBACKS

Postal Services use only	DUPLICATE DEPARTMENTAL MAILING CARD (DMC)		
	NAT SCIENCE & MATH DOE  0073035000 NSM - CHEMISTRY	11-01-05 DATE	1 NO. OF MAIL PIECES
	Michael Hartz PRINT NAME	_____ PRINT TITLE	31927 PHONE #
	LaSaundra Cotright PRINT CERTIFYING NAME	Michael Hartz SIGNATURE	
LaSaundra Cotright CERTIFYING SIGNATURE			
<b>OUTGOING U.S.P.S. MAIL PREPARATION</b>			
This card must accompany all outgoing U.S.P.S. mail. The bar coded account number will be charged for all items batched behind this card. <b>A separate DMC must be used for letter mail (#10 envelopes), oversized envelopes and international items.</b>			
<b>DOMESTIC MAIL</b> —Letter mail will be sent "First Class." No marking required. Larger pieces (over 11 oz.) will be sent "First Class/Priority" unless marked otherwise (Fourth Class, Book or Library Rate). Items weighing over 16 oz. and addressed to a military address require a Customs Declaration form.			
<b>INTERNATIONAL MAIL</b> —All mail will be sent "Air" unless marked otherwise. All items weighing 16 oz. or over must have the appropriate Customs Declaration form attached.			
<b>CERTIFIED SIGNATURE</b> —Any First Class mailing of \$100 or more must have the prior approval of the department's certified signatory. (Examples: 300+ letter size/#10 envelopes or 150 oversized envelopes)			

- ▶ DEPARTMENTAL MAILING CARD (DMC)
- ▶ Please note [0073035000] indicates cost center 35000



# POSTAGE CHARGEBACKS

- ▶ Use the university's Printing and Postal Services web site charge backs portal to view postal charge backs for period (month).
- ▶ <http://www.uh.edu/pp/>



# POSTAGE CHARGEBACKS

- ▶ Using the postal services report, determine postal charge backs for each cost center. Tip: use the {EDIT} {FIND} command.

## September 2005 Postage Chargebacks

<u>Carrier ID</u>	<u>Class of Service</u>	<u>Dept</u>	<u>Pieces</u>	<u>Charged Postage</u>
<b>Account: 0073018324 - CHEM INCIDENTAL FE</b>				
1 223	BRM		5	\$1.900
<b>Account Total:</b>			<b>5</b>	<b>\$1.900</b>
<b>Account: 0073035000 - NAT SCI &amp; MATH DOE</b>				
1 5	Priority		5	\$28.510
1 6	1CPiece		7	\$9.720
1 7	Express		1	\$21.050
1 205	1ozPSL		20	\$7.400
1 208	1ozBA		15	\$5.550
1 211	2ozPSF		3	\$1.800
1 212	3ozPSF		2	\$1.660
1 214	5ozPSF		2	\$2.580
1 236	IPE		13	\$363.000
<b>Account Total:</b>			<b>68</b>	<b>\$441.270</b>

# POSTAGE CHARGEBACKS

- Copy each cost center data into the following spreadsheet [FY 06 Postage-Monthly]. Enter the total number of pieces mailed per the Dept Daily Tally. The total number of pieces should have a similar total (per Dept vs. website). Send the file to Elsie Myers.

Sep-05				Oct-05			
<b>Account:</b>	0073035000 - NAT SCI & MATH DOE			<b>Account:</b>	0073035000 - NAT SCI & MATH DOE		
<b>Account Total:</b>	per PPS website	68	\$441.270	<b>Account Total:</b>	per PPS website	139	\$80.240
<b>Account Total:</b>	per Daily Tally	41		<b>Account Total:</b>	per Daily Tally	115	
<b>Variance:</b>		27		<b>Variance:</b>		24	

